

District Security Administrator (Level 1 Security)

How to get access to be a District Security Administrator for a District:

1. Get a [WAMS ID](#) if you don't already have one.
2. Have your District Administrator designate a District Security Administrator by submitting a [District Administrator Authorization Form](#). The District Security Administrator will be given access to the DPI Application Security Manager (ASM) tool to assign and remove access to Application Administrators.

How to assign or remove access for Application Administrators (Level 2 Security) to MDAT, MDAT Training, PTP, SAFE, School Directory, and/or WISEdash:

1. Review the DPI Application Security Manager [Step-by-Step Guide](#).
2. Login to [Secure Home](#) using your WAMS ID and select "DPI Application Security Manager (ASM)".
3. Click "Add|Edit" on the top right of the screen.
4. Select "DPI Application Security Manager (ASM)" in the "Application" drop down field.
5. Enter the "WAMS ID" for the Application Administrator you want to administer in the Search Users display and click the "Search" button.
6. Click the radio button next to the name of the User you want to administer for the Application Administrator role and click the "Select" button. The Application Administrator's name you want to administer is filled in the "User:" field.
7. Select your district in the "District" drop down field.
8. Click on "All Schools" in the box with the heading "School".
9. A list of current "Available Roles" and "Current Roles" are displayed for the User you are administering.
 - To add a role for this user, click on the role name under the "Available Roles" listed and click "Add>>".
 - To remove a role for this user, click on the role name under the "Current Roles" listed and click "<<Remove". The role name is moved to the "Available Roles" box.
10. Click "View Changes" on the lower right of the screen.
11. Review the changes under the title "Following delegations were made"
12. Click "Confirm Changes" on the lower left of the screen to accept and administer the changes.

Application Administrator (Level 2 Security)

How to get access to be an Application Administrator for an Application:

1. Get a [WAMS ID](#) if you don't already have one.
2. Find out who the [District Security Administrator](#) is for your district.
3. Contact your District Security Administrator to designate you as an Application Administrator for the application. The Application Administrator will be given access to the DPI Application Security Manager (ASM) tool to assign or remove application access to Application Users.

How to assign or remove access for Application Users (Level 3 Security) to MDAT, MDAT Training, PTP, SAFE, School Directory, and/or WISEdash:

1. Review the DPI Application Security Manager [Step-by-Step Guide](#).
2. Log in to [Secure Home](#) using WAMS ID and select "DPI Application Security Manager (ASM)".
3. Click "Add|Edit" on the top right of the screen.
4. Select the application you are adding the Application User to in the "Application" drop down field.
5. Enter the Application User's "WAMS ID" in the Search Users display and click the "Search" button.
6. Click the radio button next to the name for the Application User you want to administer and click the "Select" button. The Application User's name is filled in the "User:" field.

7.	Select your district in the "District" drop down field.
8.	Click on "All Schools" –OR– the specific school(s) this user will have access to in the box with the heading "School".
9.	A list of current "Available Roles" and "Current Roles" are displayed for the User (Application User) you are administering. - To add a role for this user, click on the role name under the "Available Roles" listed and click "Add>>". The role name is moved to the "Current Role" box. - To remove a role for this user, click on the role name under the "Current Roles" listed and click "<<Remove". The role name is moved to the "Available Roles" box.
10.	Click "View Changes" on the lower right of the screen.
11.	Review the changes under the title "Following delegations were made".
12.	Click "Confirm Changes" on the lower left of the screen to accept and administer the changes.

Application User (Level 3 Security)

How to get access to be an Application User for an Application:

1.	Get a WAMS ID if you don't already have one.
2.	Contact your Application Administrator to request access to MDAT, MDAT Training, PTP, SAFE, School Directory and/or WISEdash.
3.	Login to Secure Home using your WAMS ID.
4.	Review privacy information and agree to confidentiality agreement.

Key Terms

WAMS ID (Web Access Management System): System used to create a user name and password to access DPI secure applications.

DPI Secure Home: A secure webpage used to access DPI's secure applications (ASM, MDAT, MDAT Training, PTP, SAFE, School Directory, or WISEdash).

DPI Application Security Manager (ASM): This tool allows district security administrators and application administrators to securely assign or revoke user access to tools accessed through Secure Home.

District Security Administrator or District ASM Administrator: The person who assigns access to Application Administrators. The District Security Administrator is either the District Administrator or delegated by the District Administrator.

Application Administrator: The person who assigns users access to each of the secured applications.

Help Desk: <https://helpdesk.dpi.wi.gov/user.html>

For more information: <http://dpi.wi.gov/lds/securehomeinfo.html>